

Cascade County

Job Vacancy Announcement

Position: Dental Assistant	Closing Date: August 12, 2011
Dept.: City-County Health Department	Dept. Adm.: Alicia Thompson
Type of Position: Part-time Mondays only-8 hour shift	Salary: \$12.13 per hour Must join MPEA Union
Applications available at Cascade County Human Resource Department, www.co.cascade.mt.us or Job Service All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

JOB DESCRIPTION

Duties performed primarily in clinic setting. Employees assigned to this position may be required to perform all or only part of the duties described herein: Perform dental assessment, including visual and tactile examination of patient’s mouth; handle assessment equipment such as dental tools and overhead lights; assist dentist with procedures; obtain laboratory specimens; develop and view x-rays; comply with state law/regulations; maintain inventory, order supplies, and stock rooms in dental clinic; prepare treatment rooms between patients, disinfection as appropriate; place barriers, set up appropriate instruments and dental materials, and display patient radiographs; assist with obtaining patient history; perform radiography within established parameters; assist dentist with patient care including operative, endodontics, preventive, oral surgery, etc; assist with patient education, post treatment instructions; follow universal precautions and blood borne pathogen exposure control policies and procedures; handle, package, and sterilize dental instruments; performs basic QA procedures on sterilization equipment; follow CCHD/CHCC operating policies and procedures; other related duties as assigned.

JOB REQUIREMENTS

Knowledge of: Principles and practices of oral health and prevention; dental terminology; dental practice equipment and instruments; dental clinic procedures and assisting with such; infection control/blood borne pathogen exposure control measures; dental patient education; dental patient records and basic charting; computer skills/electronic health record/dental software programs; HIPAA rules and regulations; answering phones using proper phone etiquette; taking messages, scheduling patients electronically and sending out written correspondence.

Ability to: Work with grace under pressure; set priorities; relate with patients of all socioeconomic backgrounds and income levels; work flexible work schedule if needed; maintain accurate, timely logs and records; adhere to confidentiality of client records; maintain adequate supply of dental supplies; prepare and submit accurate and timely reports; deal tactfully and courteously with the public; use a telephone; observe work hours and demonstrate punctuality; establish and maintain effective working relationships with fellow employees, supervisors, and the public; set priorities; read written material; practice good public relations in support of the City-County Health Department and its functions; work collaboratively with superiors and co-workers; observe established lines of authority and maintains effective communication with superiors and co-workers; identifies problems which adversely affect the organization and its functions and offer suggestions for improvement.

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from high school with one (1) year of clinical experience as a dental assistant and current Montana certification in dental radiography.

The successful Applicant must serve a six (6) month probationary period and may have a criminal background check conducted. The results thereof may disqualify the Applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran’s or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant’s ability to compete in the recruitment and selection process or an employee’s ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.